New Century Grant Proposal

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Scarborough Crossroads

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Scarborough Public Library
48 Gorham Road
Scarborough, ME 04074

Scarborough Crossroads Project
New Century Grant
Submitted by the Scarborough Public Library
January 20, 2000

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**SCARBOROUGH
PUBLIC
LIBRARY**

Matching Funds

.At its meeting on January 20,2000, the Scarborough Public Library Board of Trustees authorized the encumbrance of $10,000 for the New Century Community Library Grant submission, "Scarborough Crossroads."

Included in these funds are gifts of $610.00 from the Scarborough Chamber of Commerce and $600.00 from the Wal-Mart Foundation.

Signed:

Nancy E Crowell

Nancy E. Crowell
Library Director
J a n u a r y 27, 200O

NEW CENTURY COMMUNITY
LIBRARY GRANTS
2000

The applicant hereby applies for New Century Community Library Grant funds from the allotment available to the Maine State Library for the enhancement of public library services and cultural cooperation.

Application Of: Scarborough Public Library_____
                                            (Name of Library)

Date Submitted: _____January 27,2000_____

THE MAINE STATE LIBRARY MUST RECEIVE APPLICATION NO LATER THAN JANUARY 28, 2000

Contact Person: _____Nancy Crowell_____

Mailing Address: _____48 Gorham Road_____

City/Town: _____Scarborough, ME _____ Zip: _____04074_

Telephone: _____207/883-4723_____ Fax: _____207/883-9728_____

E-Mail Address:_____nec@scarborough.lib.me.us_____

*Please refer to FACT SHEET for grant information.

PLEASE RETURN TO:
Library Development
Maine State Library
64 State House Station
Augusta, ME 04333-0064

FOR MAINE STATE LIBRARY USE ONLY

Date application received by Maine State Library: _____

Date of final action by Maine Library Commission: _____

Date applicant notified: _____

1. **Legal Name of Applicant:** _____ Scarborough Public Library Corporation _____

(If the public library is a municipal department, the governing body of the municipality is the applicant.
If the public library is governed by a private association, the association is the applicant.)

2. **Address:** _____ 48 Gorham Road _____

_____ Scarborough, ME 04074 _____

3. **Type of Ownership (Please Check One)**

__X__ Legally Established Library Board

_____ Local or Other Unit of Government (Specify) _____

_____ Other (Specify) _____

4. **Name & Location of Library:** _____Same as above_____

_____

5. **Population of City/Town Served by the Library:**

A. 1990 U.S. Census: _____

B. Later Census: _____ Source: _____

6. **Chair Person, Board of Trustees:**

Name:_____ Shirley Cullen Barber _____

Address:_____ 3 Ottowa Woods Road _____

City/Town:_____ Scarborough _____ State:___ME_____ Zip:_____04074_____

Telephone:_____ 207/839-3489 ___ Fax _____ 207/839-5471 ___ E-Mail:____ sbarber1@maine.rr.com _____

7. **Funds:** Attach assurance that local funds or other funds are available.

8. **Written Program:**
The public library applicant must prepare a statement describing in detail the program or project which will be established as a result of receiving funds from the ***NEW CENTURY COMMUNITY LIBRARY GRANT PROGRAM.*** Grants must include name, address, and contact person for all collaborating agencies, if any. Applicants must:
- Complete this application form.
- Submit a project budget including documentation of cash or in-kind match.
- Provide letters of support from all collaborators, including a representative of your governing board.
- Provide means of evaluating the merit of the project.

l   Provide resumes for persons to be employed by the project, if any.

Please answer the following questions using the space provided. Please attach separate sheet of paper if additional space is needed.

A.   How does the project address a major issue within the library community?
The Crossroads Project proposes a new solution to the old concept of community building and collaboration. The project stakeholders have identified a lack of Scarborough community organizations with active web sites—a shortcoming that impedes access to important local information by residents of Scarborough and from outside our borders. This issue has several subsets: 1) There is a lack of thoughtful indexing and abstracting of the existing local information generators such as the school department, municipal government, and businesses. 2) A lack of financial resources that prevents most non-profit and not-for-profit community and neighborhood organizations, service and fraternal organizations, social organizations, churches, and educational support organizations from securing web sites and developing web content. 3) There is a skills deficit and lack of technical support, Internet connections, and other resources for these non-profits to develop web sites to communicate with their members and the community at-large.

B.   What steps led to the recognition of the need for the project?
In 1998, a group of interested citizens began monthly meetings at the Scarborough Public Library with the goal of encouraging and assisting local organizations in the development of a web presence. Outreach to other community organizations followed and the issues described in Sec. A. began to present themselves. In order to address these issues the Scarborough Crossroads group was formed under the auspices of the Library. A rudimentary web server was setup on a member's home computer and by June 1998 initial web pages were posted. The effort gained public exposure through newspaper articles urging other organizations to become involved. Technical problems forced the group to look for a more robust web site for it's demonstration project. The former employer of a group member (New Media Development Group) currently hosts the site on temporarily donated server space.

C. What are the goals of this project? (Be certain your response addresses local impact.)
- Establish a local web server at the Scarborough Public Library to deliver information about local organizations;

- Nurture collaborations, build the spirit of community, and increase citizen participation in community affairs through access to local information;

   Create a web portal by which local content is indexed, organized, and published;

   Establish a community calendar for posting of local information;

   Establish an Internet bulletin board for discussion of issues of interest to Scarborough Crossroads members;

   Recruit a core group of citizens with the skills and experience to design and maintain a "web portal" for the Town of Scarborough

- Bring Scarborough nonprofits, not-for-profits, and service organizations onto the web under the umbrella of one local site, hosted on a library server;

- Provide free technical support and other resources for non-profits to develop web sites to communicate with their members and the community at large; and,

- Create and organize local web content with links to the resources available in Scarborough.

- Share experiences with other libraries through workshop and web "cookbook" on CD-ROM.

D. How will the project achieve these goals?
   The Scarborough Public Library, with its community partner, the Scarborough Crossroads organization, seeks a New Century grant to address the above goals.. We propose to purchase a web server to be located at the Library; to host local organizations on this library web server; to provide technical support and mentoring utilizing the train-the trainer model; and, to offer training , skills instruction and educational opportunities to participants from each local organization on all aspects of web site and content development

   The project will utilize the library network and public access workstations for the web hosting and training. The Crossroads group and the Library will offer educational workshops and training opportunities at the library open to the public.

Time Schedule:

By June 1, 2000, the project manager will prepare equipment specifications and create RFQ's for server and workstation hardware and software.

By May 15, project manager and Crossroads members will develop a target list of community organizations to join the project. Crossroads members develop a year-long public relations plan to promote the project.

By May 1, a schedule of training sessions and curricula will be developed by Crossroads trainers. Project manager will develop an online community survey. Crossroads members, project manager, and project evaluator will develop a print and online evaluation tool. The online FAQ for the site will be updated.

By July 1, project hardware purchased.

By September 1, volunteer trainers test training curricula with representatives from 2 organizations. Web server and workstations will be installed and configured.

September 1-December 1, web server testing; design and construction of web sites takes place.

October 1, Project evaluator will review progress to date and identify any shortcoming. Interim evaluation will be distributed to Library Board and Crossroads board.

By October 15, project trainers complete training representatives of at least 6 community organizations and their pages posted to web site.

By November 1, at least 6 new sites will be added to Crossroads web site.

By December 31, Project manager and a volunteer have received Network administration training.

By February 1, 2001 existing web sites will move to new server.

By April 15, training completed for another 10 community organizations and their pages posted to web site.

By May 1, Project managers and volunteer trainers create project "cookbook" for distribution to interested Maine libraries who wish to replicate the project.

By May 1, Scarborough Public Library will host workshop for interested Maine libraries and/or their community members.

By May 1, Project manager submits final project evaluation to Library Board and Crossroads Board.

By May 1, Project "cookbook" is made available online and on CD-ROM for interested libraries and other communities.

E. Who has been involved in the planning for the project?
Nancy Crowell, Library Director*
Susan Winch, Assistant Director, Scarborough Public Library*
Kay Hanson, Scarborough Lions Club, Chairman, Scarborough Crossroads
Terry Snyder, Scarborough Soccer, Chairman-elect, Scarborough Crossroads*
Pete Hanson, Scarborough Community Television; Treasurer, Scarborough Crossroads*
Betty Huff, Oak Hill Grange; Scarborough Crossroads
John Lyon, Scarborough Shellfish Conservation Committee; Scarborough Crossroads
John Thurlow, Instructor, Educational Technology, University of Southern Maine*
Richard Harvey, public member; Secretary, Scarborough Crossroads*
Bonnie Hoseit, formerly with St. Joseph's College, now employed by LogOn America*
Chris Turner -formerly Network Systems Integrator, Community of Learners, Brunswick (ME)*
Community members of Scarborough Crossroads [list]
    *Resume included.

F. Who will carry out the project?
Susan Winch will be the Project Manager and provide supervision and maintenance of the Library /Crossroads web site.
Nancy Crowell, Library Director will provide administrative support.
Library staff will provide support with public access computer stations.
Scarborough Crossroads members Richard Harvey, John Thurlow, and Peter Hanson will participate in the training of Crossroads members.
Library auditors will report on the expenditure of funds.

Bonnie Hoseit will provide technical support.
Chris Turner will be the project evaluator.

G. How will you evaluate the project?
Evaluator will determine success of project based on goals described above. Additional measurements will include:
Number of new community organizations joining Crossroads.
Number of new pages added to Crossroads web site.
web server statistics on site visits.
Number of training sessions conducted.
Evaluations submitted by those trained.
Number of mentors assigned.
Online evaluations of sites submitted by site visitors.
Minutes of monthly meetings.
Reports from Project manager and project evaluator.

H. How will you achieve appropriate public exposure through the media?
Program on SCTV (Scarborough Community Television)
Library Newsletter
Scarborough Economic Development Corporation Newsletter
Presentation at Scarborough Chamber of Commerce meeting
Wide exposure through newsletters of local organizations involved.
Press releases.
Final report to statewide library listservs and library print publications.

I. How does the project further community cultural and economic development?
Librarians and volunteers will be teaching members of community organizations (many of whom are small business owners) about the value of collaboration. Community members will learn valuable web design skills and share expertise. They will learn how to search the Internet for information about other non-profit organizations. They will learn how to connect their organization and their local community to the rest of the electronic world.

The library, through its public access workstations conserves local resources by making hardware, software and support freely available. The library collects and publishes on it's web site a directory of local resources, a directory listing of over 200 local business on the web, and the Crossroads community calendar.

9. **Collaborating Agencies:** Please attach separate list of all collaborating agencies, if any. For each agency include:

   1. Name Scarborough Crossroads
   2. Address 3 Fern Circle, Scarborough, ME 04074
   3. Telephone and FAX numbers. 207/883.
   4. E-Mail address: rharvey@gwi.net
   5. Name of contact person: Richard Harvey, Secretary

10. **Matching Funds Available:** *(Please list activities and value in dollar amounts)*

    A. Federal Funds: $ _____

    B. Local Funds: $ 10,000

    C. In-Kind Match: $ 18,600____
       (please list activities and value in dollar amounts)

       D.   Total Estimated Funds Required:$ 57,200

11. **Schedule:**

A. **Estimated Date of Beginning Project:** _____April 1, 2000_____

B. **Estimated Date of Completion:** _____May 1, 2001_____

12. Person Authorized to Receive *New Century Community Library Grant* Funds:

Name & Title: _____Nancy Crowell ,Director_____

Address: _____48 Gorham Road_____

City/Town: _____Scarborough_____ **State:** __ME__ **Zip:** __04074__

Telephone: _____207/883-4723_____ **Fax:** __207/883-9728__

13. Person Authorized to Requisition & Approve Expenditure of *New Century Community Library Grant* Funds:

Name & Title: ___Nancy Crowell, Director_____

Address: _____48 Gorham Road_____

City/Town: ___Scarborough_____ **State:** __ME__ **Zip:** ___04074___

Telephone: ___207/883-4723_____ **Fax:** _207/883-9728___

14. Official Accounts of Receipts & Disbursements for Proposed *New Century Community Library Grant* Project Will Be Maintained By:

Name & Title: ___Nancy Crowell, Director_____

Address: _____48 Gorham Road_____

City/Town: ___Scarborough_____ **State:** __ME__ **Zip:** ___04074___

Telephone: ___207/883-4723_____ **Fax:** _207/883-9728___

15. The Applicant Hereby Gives Assurance that the Required Matching Funds are Available at the Time This Application is Submitted.

_____Nancy E. Crowell_____ *Signed*

16. Attach
- **Project budget**
- **Letter of support**
  Resumes of persons employed by the project, if any.

Request	NC Grant	Local Cash	Inkind
Personnel			
Project Manager (340 hrs x $20)	3,400		3,400
Web site/ content development (70hrs x $45)	400		2,750
Administrative support (42 hrs x $25)			1,050
Fund Audit / Bookkeeping (42 hrs x $15)			630
Technical Support (20 hrs x $95)			1,900
Public Access Staff Support (145 hrs x $12)			1,740
Online FAQ's & Resource Support Writer			350
Community Trainers (35 hrs x $30 x 2 trainers)			2,100
Project Evaluator	500		
Project Hardware & Software			
Web Server			
Web Server with OS, Firewall, Server Engine	4,000	5,000	
Network Switch	3,600		2,500
UPS	700		
Internal Tape drive & tapes	1,300		
Setup, Installation, Configuration	1,200		
Computer Workstations (PC)			
(1) Web Administration	1,000	1,000	
(4) Public Access	4,000	4,000	
(4) Hardware Security @$85	340		
Installation and Setup	700		
Miscellaneuos Hardware			
CD Burner & supplies	600		
Portable Zip drive & supplies	250		
Cabling	100		30
Software			
Server Software (backup & virus protection)	1,300		
Workstation Software			
(4) Security @$50	200		
Microsoft Front Page	130		
PageMill (MAC)			80
PictureIt			50
Technical Training			
Network Administration Training	2,000		
Library Public Service Staff training	500		
Resource library	300		
Facilities Use			
Project hosting and Management	1,200		

Planning Group meeting space (10 @ $30)	150		150
Monthly participant meetings and training workshops (12 x $30)	300		60
Public Access Computer Use (8hrs x 13mo x$10)			1,040
Printing & Photocopying & Postage			
Training & Other Resource material (1000 pages)	50		50
Project Documentation for Distribution (Print) (100 pages)	100		
Local Announcements, Flyers, Posters	200		200
Evaluation			50
Telephone			
Project planning			100
Technical support			200
Project evaluation			100
Travel (.31 x 484 mi)			
Project manager			70
Project evaluator	80		
Total	28,600	10,000	18,600

SCARBOROUGH PUBLIC LIBRARY
48 Gorham Road
Scarborough, ME 04074

Maine Library Commission   January 26, 2000
Maine State Library
64 State House Station
Augusta, ME 04333

The Scarborough Public Library, in association with the Scarborough Crossroads Organization, seeks matching funding of $28,600 through a New Century Community Library grant in support of its project (also called Scarborough Crossroads). The total amount of our project is $57,200. On January 20, 2000 the Library Board of Trustees approved matching funds for this grant application. Matching funding includes contributions from local businesses.

The goal of the project is to host and establish web sites for local community cultural and non-profit organizations; to train and support local community organizations as they establish a web presence; to index and abstract local content in order to create a portal to local web content; to identify and index Scarborough business web sites; and to assist other libraries in replicating the project. A New Century grant would help us nurture and grow this effort. As recipients of a New Century grant we would also have the means to teach others across the state about our project so they might replicate it in their own communities.

We request funding for a web server (hardware) and associated software to host the Scarborough Crossroads web site on our library network. We also ask for matching funding for additional public access computers at the library to provide enhanced public access to local information and provide training and support to local organizations as they start to develop a web presence.

The Scarborough Crossroads organization consists of representative members of local nonprofit organizations who have joined together to encourage and assist local organizations in the development of a web presence. Crossroads, through the skill and expertise of its members, supports and assists the Scarborough not-for-profit community in developing web sites and related services. Web sites are temporarily hosted on Scarborough Crossroads web space at http://www.scarboroughmaine.com/ .

The organization is also deeply involved in mentoring, training, education and support to carry on its mission. As part of its mentoring and educational mission, Crossroads provides an informal monthly setting at the Library at which to meet with other local people who are active in web design so that they may answer questions, share model Web pages and expertise.

Through its Town Common Gateway at www.scarboroughmaine.com/towncommon.html Scarborough Crossroads will become a web portal linking participating groups with the community. Crossroads will provide a directory of all Scarborough municipal, business, and community organizations on the Web.
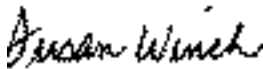
The Library is a founding member of Scarborough Crossroads and serves as the fiscal agent for the organization. For its part, the Library hosts the Online Scarborough Business Directory http://www.library.scarborough.me.us/Business/business_list.html and an events calendar at http://www.library.scarborough.me.us/calendar/index.html .

All efforts to date have been completely volunteer. Crossroads volunteers share their skills in web page design and authoring, image editing, telecommunications, and server management to grow the site and recruit new members. We offer numerous letters of support from organizations already helped by this project.

In the past 15 months Crossroads members have participated in the development of goals for the project, recruitment of new members, the election of board of directors, drafting of site guidelines http://www.scarboroughmaine.com/guide.html and organizational bylaws http://www.scarboroughmaine.com/bylaws.html, election of officers, and development of online help pages and tutorials to serve the needs of new members. Members have also provided one-on-one mentoring and tutoring in web page design.

We are ready to expand our effort and secure its future growth and continuation by bringing all aspects of the project (especially the web hosting) under the umbrella of the Scarborough Public Library Corporation and ask your help to do this.

Sincerely,

Susan Winch
Assistant Director